Committee on Courses of Instruction
Igor Mitrovic, MD, Chair

Wednesday, October 19, 2016
1:00 pm - 2:00pm
Room CL-213&214

MINUTES


Chair Igor Mitrovic called the Committee on Courses of Instruction meeting to order at 1:00 p.m. in room CL-213&214. A quorum was not present.

Chair’s Report
Chair Mitrovic reported on the following items:

- **Introductions:** Committee members were asked to introduce themselves to the group. Chair Mitrovic informed the group that the new members include Melinda Cuthbert and Maya Vijayaraghavan.

- **Executive Council:** On October 6, the Executive Council, formally known as the Coordinating Committee, convened and discussed the following items:
  - *Mission Hall Improvements*: Following up on the results of the Mission Hall Post-Occupancy space survey, UCSF administrative leaders have earmarked funding for building improvements. In the short-term, there will be changes to way-finding and signage. In the long-term, a total of $4.3 million has been allocated for major improvements such as converting some focus rooms into offices.
  - *Expansion of UC and UCSF Health*: Vice President of UC Health Sciences Jack Stobo is leading an effort to form a state-wide UC Health system. The goal of developing the new organization is to expand market share and reduce costs for all UC academic medical centers. The goal is to be more competitive with other big providers like Kaiser. At the local level, UCSF Health is working with regional providers to form new affiliations. While there has been support for the expansion efforts, faculty have noted concerns with the standard of care that may be provided at an affiliate institution. For example, religiously-affiliated hospitals may restrict vital procedures that would be offered at UCSF. To address this issue, the UCSF Academic Senate convened an Affiliations Task Force to

- **Research Management Services**: The Council discussed recent faculty complaints with the quality of our campus grant support. In some cases, grant applications were either submitted with significant errors, or proposals were submitted late. In a recent presentation to the Research Committee, the Director of the Research Management Services department stated that changes have been implemented and service improvements should follow.

- **Chancellors Fund**: Two years ago, the Chancellor announced that he would be allocating $500,000 to benefit the welfare of faculty at UCSF. The Academic Senate was given full authority to allocate the funding on a yearly basis. Last year, the Committee on Courses of Instruction received $2,000 to improve the help and instructional materials on the Course Review system. Chair Mitrovic asked the committee if they would like to develop a proposal of the 2017 Chancellors Fund allocation. Members discussed and determined that there is no need to submit a request for this year.

**Review of New Interprofessional Education Course Instructions**

The members of the Program on Interprofessional Education (PIPE) have asked COCOI to review and approve updated language describing IPE course designation - [http://senate.ucsf.edu/courseactions/index.html#interprofessional](http://senate.ucsf.edu/courseactions/index.html#interprofessional). The changes have been made to reduce confusion amongst course directors, instructors, and students. A request has been made that the new language be added to the website and to the course forms on the course review system website. Committee members reviewed and discussed the proposal. Members expressed concern that when reviewing an interprofessional course, there is no way of knowing whether the course meets all of the necessary criteria listed in the draft text (Attachment 1). Member agreed that, while the Interprofessional reviewers are responsible for ensuring that the course proposal meets of the necessary requirements, there should be more transparency for all reviewers. Member Annette Carley informed the group that she is in contact with the PIPE group and will ask for more information on how they review courses and whether more information can be shared.

**Evaluating Web-based Coursework**

Chair Mitrovic informed the committee that some members recently encountered a course form which indicated both web-based and seminar work, but the course only had web-based instruction. The question was asked whether a course with all web-based instruction should receive the same calculation of hours as a course that has traditional face-to-face instruction? Currently, COCOI tracks whether courses include web-based work, but the group does not have any policies noting whether there should be differences in value assessed. After further discussion, committee members agreed that a review of web-based course instruction should be added to the committee agenda for the year. There should be a review of all Academic Senate policies at the systemwide level and at the other campuses. The goal will be to
determine whether there should be separate designation for web-based work.

**Old Business**

None

**New Business**

Associate Registrar Jeff Harter informed the committee that course submissions past deadlines has become a chronic problem. It creates complications for everyone in the course review process. Associate Registrar Harter will present more on this issue at the next COCOI meeting.

Chair Mitrovic adjourned the committee at 3:00pm.

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